

**CONFIDENTIAL**

DCD-SS-047-83  
07 February 1983

Memorandum for: DO Representative,  
Building Planning Staff, OL

FROM:

[redacted]  
[redacted] Logistics

SUBJECT: Information Surveys

REFERENCE: Memorandum from Chief, Building  
Planning Staff dated 28 January 1983

1. The purpose of this memorandum is to advise you that the [redacted] does not have equipment that requires special power or electrical/mechanical connections other than computers and communications equipment which are controlled by the Offices of Communications and Data Processing. [redacted] also has copier equipment that requires special electrical outlets but is managed by OL/P&PD. Please advise [redacted] Logistics as soon as possible if this equipment has not been reported by the controlling components.

2. The visual task survey is completed and attached as requested.

3. As a by-product of this information survey, I suggest that the Building Planning Staff compile a master listing of special power requirements for the equipment most commonly used by Agency components. This would serve as a very useful guide not only to the Building Planning Staff, but also to the Architectural Design Staff and the Real Estate and Construction Division. In addition, component logistics Officers would benefit from this list as they are normally tasked with providing this information when questions arise during renovation projects. An inquiry to ODP, OC, and OL/P&PD would provide the bulk of the information needed. Please advise if I can be of assistance on this matter.

Attachment:  
As Stated

[redacted]

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